

Park County School District #1

Jason Sleep, *Asst. Supt. of Teaching & Learning*

Rob McCray, *Support Services Coordinator*

Mary Lewis, *Business Services Coordinator*

Jay R. Curtis, *Superintendent*

Memo: Performance Stipend
To: Board of Trustees
Jay Curtis, Superintendent
From: Mary Jo Lewis, Coordinator of Business Services
Date: 5/13/2025

This is the performance stipend and the calculation that is proposed to be used for payment in the June 30, 2025 payroll. This performance stipend for FY25 (current year) is proposed as part of the meet and confer process and budget that we are currently operating under.

Qualifying employee. An employee who is regularly employed by the school district. In the case of administrators/certified staff, employee must remain employed with a positive performance evaluation through the end of their contractual obligation. For support staff, employee must remain employed through the end of their expected work date for the fiscal year and receive a positive performance evaluation. For employees hired in a regular board approved permanent position (non-temporary) after the beginning of the fiscal year, July 1, 2024 the stipend will be prorated based on the number of regular hours worked subject to the conditions below.

Employee will not receive the stipend if they do not have a positive performance evaluation or are on a plan of action/improvement. A qualifying support staff employee is defined as one who is regularly employed by the district in a board-approved, non-temporary position; only those regularly approved hours will be used to calculate the stipend. Coaching, extra duty, temporary or substitute hours will not be counted. Any leave without pay will reduce the amount of employee stipend from the calculation. For those employees who are on approved leave without pay for medical conditions, the stipend will not be paid until employee officially returns to work in their normal capacity at the end of their leave.

Method of Calculation.

In June, non-temporary hours and salary will be determined for the fiscal year using contract amounts for certified staff, administrators and salaried professional staff for fiscal year 2025 less any leave without pay. That amount will be multiplied by 2% to arrive at the performance stipend for each individual.

Hourly Support Staff will receive the 2% calculated on their actual permanent non-temporary hours paid beginning in the July 2024 payroll and ending with the June 13, 2025 cutoff for June 2025 payroll. This allows us to capture an entire 12-month period for hourly support staff as the July 2024 payroll has the hours for June 2024 from June 14th through June 30th.

The only benefit that is payable on the performance stipend by the district is the employer share of FICA/MC which is 7.65%, employee is responsible for their share of FICA/MC and any federal income tax. This performance stipend is not eligible for Wyoming Retirement System benefits.

